

Georgia Division of Public Health
North Health District 2



PRN DENTAL ASSISTANT

(PRN Position)

Position #00001640

Posting Date: November 24, 2015

Closing Date: December 8, 2015

Location: Hall County Health Department, 1290-B Athens Street, Gainesville, GA 30507

Travel: Potentially if working outside of Hall County Health Department

Recruitment: This announcement is open to all qualified applicants.

Hourly Salary: \$14.00/hour
Salary is commensurate on applicant's experience.
Will be working less than 28 hours.

Responsibilities:

Administrative:

- **Manages the appointment schedule at the direction of the Dentist, including scheduling and rescheduling, verifying insurance, updating patient information**
- **Takes and returns calls to patients**
- **Pulls and files patient records**
- **Enter treatments into VHN system**
- **Greets clients and answers questions regarding the Dental Program**
- **Creates patient records for new patients**
- **Confirms patients at the direction and method implemented by the Dentist**
- **If/when available, will travel to clinics other than Hall County**

Chairside:

- **Maintains and prepares equipment for use each clinic day**
- **Sets up the operatory for each patient as determined by the procedure(s) and preferences of the Dentist**
- **Greets, seats and prepares patient for the dental visit. Always provides a positive influence and attitude during patient management.**
- **Performs chairside procedural assistance, including x-rays, under the direction of the Dentist**
- **Breaks down the operatory after each patient**
- **Follows universal sterilization guidelines and infection controls with all instruments and surfaces**
- **Integrates into existing assisting roles and responsibilities**

Entry Qualifications:

High School Diploma or equivalent.

Preferred Qualifications:

- **One- Year experience as chairside dental assistant**
- **Experience working with computers**
- **Bi-lingual, able to speak Spanish and English fluently**

Additional Information:

Applicants must complete and submit a state application and complete clerical test before close of business on the application deadline. All qualified applicants will be considered, but may not necessarily receive an Interview. Application should include an E-mail address and a daytime phone number where interested applicant can be reached. Applications can be faxed to 770-535-5899 OR e-mailed to Linda.Peck@dph.ga.gov or Maribel.Alarcon@dph.ga.gov

OR mailed to:

District 2 Public Health
Attn: Human Resources
1280 Athens Street
Gainesville, GA 30507

NOTE: An applicant who has a disability requiring special accommodations should email d2.web1@dph.ga.gov

The candidate selected for this position may be subject to pre-employment drug screening and a criminal background check. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

For more information regarding employment with District 2 Public Health visit our website at www.phdistrict2.org

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